

# EEOP Utilization Report



Wed Nov 26 18:05:36 EST 2014

## Step 1: Introductory Information

<b>Grant Title:</b>	Homeland Security Grant Program	<b>Grant Number:</b>	CFDA 97.067
<b>Grantee Name:</b>	City of Colorado Springs	<b>Award Amount:</b>	\$373,000.00
<b>Grantee Type:</b>	Local Government Agency		
<b>Address:</b>	375 Printers Parkway Colorado Springs, Colorado 80910		
<b>Contact Person:</b>	Chris Wheeler	<b>Telephone #:</b>	719-385-7276
<b>Contact Address:</b>	375 Printers Parkway Colorado Springs, Colorado 80910		
<b>DOJ Grant Manager:</b>	Ezzie Michaels	<b>DOJ Telephone #:</b>	720-852-6607

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### Policy Statement:

The City of Colorado Springs is an Equal Opportunity Employer. The City of Colorado Springs will not tolerate unlawful discrimination against any employee because of race, color, national origin or ancestry, gender, age, religious convictions, disability, sexual orientation, genetic information, spousal or civil union status.

## Step 4b: Narrative Underutilization Analysis

The City's Human Resources Manager/Equal Opportunity Programs reviewed the Utilization analysis (comparing the City's workforce to the relevant market [El Paso County]), and noted the following:

1. White females are under-represented in the following job categories: Technicians (-9%), Protective Services-Sworn (-7%), and Service/Maintenance (-19%). Other females are under-represented in Protective Services-Sworn (-1%).
  2. Hispanic or Latino females are under-represented in the following job categories: Technicians (-6%) and Protective Services-Sworn (-1%).
  3. Black or African American females are under-represented in the Protective Services-Sworn category (-1%).
  4. Black or African American males are under-represented in the Protective Services-Sworn category (-3%) and Administrative Support (-2%).
  5. Hispanic or Latino males are under-represented in the Administrative Support category (-3%) and Skilled Craft (-7%).
  6. White males are under-represented in the Administrative Support category (-17%).
  7. Males in the Two or More Races category are under-represented in the Protective Services-Sworn category (-1%).
- The City's workforce has not been resurveyed to determine if there are employees who would prefer to identify themselves as belonging to two or more races instead of one race. New hires, however, may elect the Two or More Races category. Since the entire workforce has not been resurveyed, it is difficult to conclude if the City should increase its efforts to address underutilization in this category.

## Step 5 & 6: Objectives and Steps

### **1. To encourage White, Hispanic or Latino, Black or African American, and females in the Other race category to apply for positions in Protective Services-Sworn category.**

a. The Fire Department annually sponsors a Summer Heat Program to introduce females to sworn career opportunities. In conjunction with Learning for Life, the Fire Department offers young adults real-life experiences, training and exposure to career opportunities in the Fire Service. The Police Department advertises its sworn positions on websites geared through women (e.g., Women in Law Enforcement). City Recruiters attend job fairs sponsored by the Pikes Peak Workforce Center (affiliated with the Colorado Department of Labor) and local military installations. The Police Department has an Explorer Program that provides teens an opportunity (males and females) to serve as a cadet and learn about the law enforcement profession. The City contracts with Jobbing.com, which advertises its positions on 30+ diversity websites. Recruiting staff meet with community and minority groups to solicit recruiting ideas and to seek their assistance with advertising/distributing City job announcements.

### **2. To encourage Hispanic or Latino and White females to apply for technician and service/maintenance positions.**

a. City recruiters will attend job fairs sponsored by high schools, local military installations, and the Pikes Peak Workforce Center. City job announcements are sent to the Women's Resource Agency and local community colleges. The City Mayor's Ticket-to-Success Program hosts diverse groups of middle school students annually to educate them about City careers and to provide mentorship opportunities. These students and/or their parents are potential candidates for future City jobs.

### **3. To encourage Black or African American males to apply for protective services-sworn and administrative support positions.**

a. Recruiting staff will post City jobs on online job boards, visit colleges along the Colorado front range, attend diversity oriented events (Latino Community Luncheon/Speaker Series, African American Youth Leadership Conference, etc.) and give presentations at churches regarding sworn/civilian career opportunities. Police staff meet with community leaders/organizations (Faith Based Group, Community Advisory Committee, etc.) several times a year to solicit ideas on ways to diversify the City's applicant pools and build trust in the community. These leaders often invite City staff to speak to their groups and hear their ideas concerning ways to broaden the City's community outreach and recruiting efforts.

### **4. To encourage White and Hispanic or Latino males to apply for administrative support positions.**

a. The City Recruiting staff will enhance outreach efforts that target White and Hispanic males in this job category (e.g., attendance at college career fairs, Latino Community Luncheon/Speaker Series, and Colorado Springs Diversity Forum's events). Administrative support positions are also advertised through the Pikes Peak Workforce Center (affiliated with the Colorado Department of Labor).

**5. To encourage Hispanic or Latino males to apply for skilled craft positions.**

a. The City's Human Resources Office will conduct a more detailed workforce analysis to identify City departments that have an under-representation of Hispanic males in the skilled craft job category, which will be distributed to these departments by year-end. The City Recruiting staff will develop action steps to broaden its recruitment efforts for job categories that have significant under-representation. Recruiting staff will continue to participate in the Prep Connect 360 mock interviewing and resume review program for military veterans and will encourage the veterans to apply for City career opportunities.

**Step 7a: Internal Dissemination**

City Human Resources will post the EEOP Utilization Report in PDF format on the department's Intranet page, which is accessible to employees.

**Step 7b: External Dissemination**

City Human Resources will post the EEOP Utilization report on the City's website at [www.coloradosprings.gov](http://www.coloradosprings.gov) - on the same webpage that citizens access to view City job postings.

# Utilization Analysis Chart

## Relevant Labor Market: El Paso County, Colorado

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Officials/Administrators																
Workforce #/%	50/52%	3/3%	1/1%	0/0%	0/0%	1/1%	0/0%	0/0%	37/38%	1/1%	3/3%	0/0%	1/1%	0/0%	0/0%	0/0%
CLS #/%	19,715/50%	1,805/5%	835/2%	140/0%	360/1%	35/0%	320/1%	135/0%	12,530/32%	1,480/4%	970/2%	80/0%	415/1%	0/0%	395/1%	80/0%
Utilization #/%	1%	-2%	-1%	-0%	-1%	1%	-1%	-0%	6%	-3%	1%	-0%	-0%	0%	-1%	-0%
Professionals																
Workforce #/%	94/38%	8/3%	1/0%	2/1%	4/2%	0/0%	0/0%	0/0%	115/46%	14/6%	4/2%	0/0%	5/2%	1/0%	0/0%	0/0%
CLS #/%	24,670/43%	1,335/2%	1,105/2%	140/0%	830/1%	45/0%	500/1%	260/0%	24,740/43%	1,725/3%	830/1%	125/0%	660/1%	95/0%	570/1%	145/0%
Utilization #/%	-5%	1%	-2%	1%	0%	-0%	-1%	-0%	4%	3%	0%	-0%	1%	0%	-1%	-0%
Technicians																
Workforce #/%	68/60%	6/5%	1/1%	2/2%	1/1%	1/1%	0/0%	0/0%	29/26%	2/2%	3/3%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	3,235/40%	445/5%	175/2%	4/0%	110/1%	0/0%	55/1%	30/0%	2,850/35%	610/8%	215/3%	35/0%	175/2%	0/0%	165/2%	10/0%
Utilization #/%	20%	-0%	-1%	2%	-0%	1%	-1%	-0%	-9%	-6%	0%	-0%	-2%	0%	-2%	-0%
Protective Services: Sworn																
Workforce #/%	823/74%	106/10%	34/3%	8/1%	20/2%	2/0%	0/0%	0/0%	94/8%	12/1%	9/1%	1/0%	2/0%	0/0%	0/0%	0/0%
CLS #/%	3,100/59%	555/11%	340/6%	60/1%	35/1%	15/0%	75/1%	10/0%	795/15%	115/2%	120/2%	4/0%	15/0%	0/0%	10/0%	30/1%
Utilization #/%	15%	-1%	-3%	-0%	1%	-0%	-1%	-0%	-7%	-1%	-1%	0%	-0%	0%	-0%	-1%
Protective Services: Non-sworn																
Workforce #/%	13/48%	1/4%	1/4%	0/0%	0/0%	0/0%	0/0%	0/0%	10/37%	1/4%	1/4%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	75/22%	15/4%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	220/64%	0/0%	0/0%	0/0%	10/3%	0/0%	25/7%	0/0%
Utilization #/%	26%	-1%	4%	0%	0%	0%	0%	0%	-27%	4%	4%	0%	-3%	0%	-7%	0%
Administrative Support																
Workforce #/%	29/10%	4/1%	1/0%	0/0%	1/0%	0/0%	0/0%	0/0%	188/64%	37/13%	19/6%	4/1%	9/3%	1/0%	0/0%	0/0%
CLS #/%	19,140/27%	3,170/4%	1,955/3%	160/0%	350/0%	50/0%	550/1%	145/0%	35,420/50%	5,735/8%	2,210/3%	190/0%	1,060/1%	145/0%	685/1%	305/0%

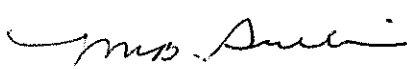
Job Categories	Male							Female								
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
	%								%							
Utilization #/%	-17%	-3%	-2%	-0%	-0%	-0%	-1%	-0%	14%	5%	3%	1%	2%	0%	-1%	-0%
Skilled Craft																
Workforce #/%	116/71%	24/15%	9/6%	2/1%	1/1%	0/0%	0/0%	0/0%	9/6%	1/1%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%
CLS #/%	15,515/65%	5,315/22%	680/3%	155/1%	270/1%	115/0%	270/1%	175/1%	1,090/5%	245/1%	40/0%	15/0%	80/0%	0/0%	35/0%	0/0%
Utilization #/%	7%	-7%	3%	1%	-1%	-0%	-1%	-1%	1%	-0%	-0%	1%	-0%	0%	-0%	0%
Service/Maintenance																
Workforce #/%	41/59%	12/17%	3/4%	0/0%	0/0%	0/0%	0/0%	0/0%	8/12%	3/4%	0/0%	0/0%	2/3%	0/0%	0/0%	0/0%
CLS #/%	21,645/35%	6,340/10%	2,645/4%	200/0%	870/1%	45/0%	690/1%	220/0%	19,075/31%	5,640/9%	2,245/4%	165/0%	1,805/3%	85/0%	555/1%	225/0%
Utilization #/%	25%	7%	0%	-0%	-1%	-0%	-1%	-0%	-19%	-5%	-4%	-0%	0%	-0%	-1%	-0%

**Significant Underutilization Chart**

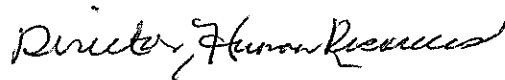
Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Technicians									✓	✓						
Protective Services: Sworn			✓				✓		✓	✓	✓					✓
Administrative Support	✓	✓	✓													
Skilled Craft		✓														
Service/Maintenance									✓							

I understand the regulatory obligation under 28 C.F.R. § 42.301-.308 to collect and maintain extensive employment data by race, national origin, and sex, even though our organization may not use all of this data in completing the EEOP Utilization Report.

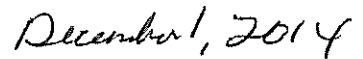
I have reviewed the foregoing EEOP Utilization Report and certify the accuracy of the reported workforce data and our organization's employment policies.



[signature]



[title]



[date]